

# Public Case Recordation Case Action Information Report

**Menu Option:** Pub CR Case Action Information

**Purpose:** This report is useful in analyzing lands and minerals casework, providing statistics, listing cases in various categories, and identifying actions pending by different office for all or specific case types.

The report produces listings of cases or total number of cases based on a combination of required and optional criteria.

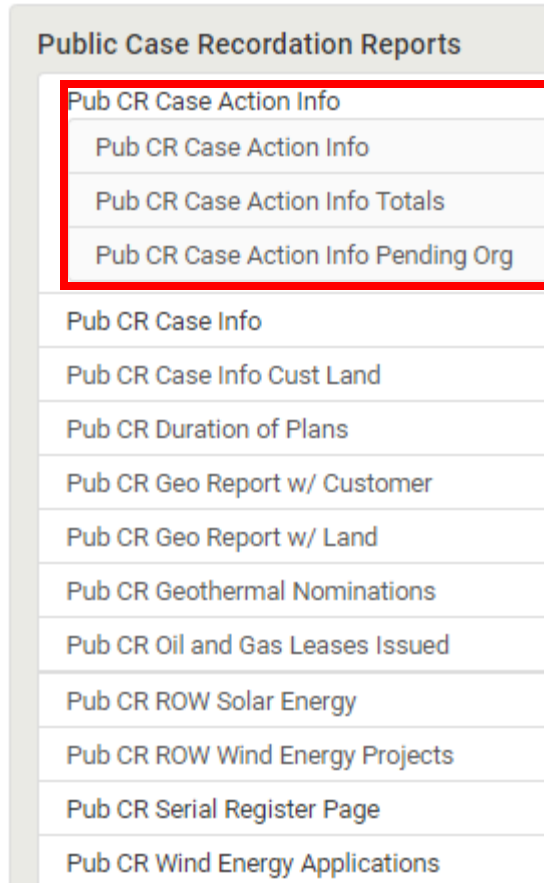
**Selection Criteria:** The criteria input for the report is found in the Lands & Minerals System Report, under the Public Case Recordation Reports section. This report is divided into three (3) sub-reports and there is a combination of required and optional criteria.

The required criteria include Admin State, Action Code, Action Date, Case Type or Case Group. Note when using both Case Type and Case Group, they must relate to each other. Example:  
Case Group 31 Case Type 311111

Additional criteria that can be used include: Geo State, County, Disposition, Disposition Date, District Office, Field Office, or Admin Agency.

## Procedure:

1. Select **CR Case Action Information** from the reporting menu.



## Pub CR Case Action Info and Pub Case Action Info Totals Reports

### Report

#### CR Pub Case Action Info - Case Type Totals - Mandatory Criteria

Please select the following Mandatory criteria.

You must select EITHER the Case Group Code OR Case Group OR Casetype.

You may select or enter data for the Admin State and Case Group. If entering multiples, use a semi-colon to separate the codes. Do not space between codes.

To select multiples for the Action Code, click on the "More/Search" option. Enter an action code and click "Search". Move the selection to the right using the > button. Continue searching for action codes if needed.

Click Next to continue.

\* Admin State: ☒ NULL

☐ AZ

☐ CA

☐ CO

☐ ES

☐ ID

☐ MT

☐ NM

☐ NV

☐ OR

☐ UT

☐ WY

Case Group Code: --Select Value-- ▼

- OR - Case Group --Select Value-- ▼

- OR - Case Type Code: --Select Value-- ▼

\* Action Date Between 01/01/2017 - 01/01/2018

\* Action Code: 124 - APLN RECD ▼

Next OK Reset ▼

Refresh

#### CR Pub Case Action Info - Case Type Totals

You may select any of the following optional criteria to further filter your results and click OK.

Geo State: ☐ NULL

County: --Select Value-- ▼

Disposition: --Select Value-- ▼

Disposition Date: Between -

District Office: --Select Value-- ▼

Field Office: --Select Value-- ▼

Admin Agency: --Select Value-- ▼

Admin Agency Code begins with --Select Value-- ▼

Cancel Previous OK Reset ▼

Refresh

## Pub CR Case Action Info Pending Org Report

### CR Case Action Info - Pending Org - Mandatory Criteria

Please select the following Mandatory criteria.

Select the Admin State.

Click Next to continue.

\* Admin State: ☐ NULL  
☐ AZ  
☐ CA  
☐ CO  
☐ ES  
☐ ID  
☐ MT  
☐ NM  
☐ NV  
☐ OR  
☐ UT  
☐ WY

Next OK Reset ▼

### Report

#### CR Case Action Info - Pending Org

You may select any of the following optional criteria to further filter your results and click OK.

You may select EITHER the Case Group Code OR Case Type. If entering multiple codes, you may type in the value separated by a semi-colon, i.e., 31;32. Do not space between codes.

To select multiples for the Action Code, click on the "More/Search" option. Enter an action code and click "Search". Move the selection to the right using the > button. Continue searching for action codes if needed.

Case Group Code: --Select Value-- ▼

- OR - Case Group: --Select Value-- ▼

- OR - Case Type Code: --Select Value-- ▼

Action Date: Between  -

Action Code: --Select Value-- ▼

Geo State: ☐ NULL

County: --Select Value-- ▼

Disposition: --Select Value-- ▼

Disposition Date: Between  -

District Office: --Select Value-- ▼

Field Office: --Select Value-- ▼

Admin Agency: --Select Value-- ▼

Pending Org Code: --Select Value-- ▼

Commodity Code: --Select Value-- ▼

Admin Agency Code begins with --Select Value-- ▼

Cancel Previous OK Reset ▼

Refresh

## ***Identify the Required Information:***

### **2. \*Admin State:**

Type the two-letter state code in ALL CAPS in the text box or select one or more from the list box.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then select multiple items in the list box.

#### **\* Admin State**

--Select Value--

☒ AZ

☐ CA

☐ CO

☐ ES

### **3. \*Action Date (Between):** Identify the range in which the action took place. Dates are entered as MM/DD/YYYY.

**NOTE:** *You must select either Case Type or Case Group; however when selecting both they must relate to each other. Example: Case Group 31 Case Type 311111.*

### **4. \*Action Code:**

Type the three number Action Code in the text box or select one or more from the list.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then “click” on ***Search*** to bring up the ***Select Values Table***.

See “***Using the Select Values Table***” below.

#### **\* Action Code**

--Select Value--

☐ 002-EA INITIATED

☐ 003-EIS INITIATED

☐ 004-NEPA ANALYSIS INITIATED

☐ 005-NEPA ANALYSIS APPROVED

☐ 006-CX INITIATED

☐ 007-CX DETERMINED

Search...

### **5. \*Case Group Code:**

Type the two-digit Case Group Code in the text box or select one or more from the list.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then “click” on ***Search*** to bring up the ***Select Values Table***.

See “***Using the Select Values Table***” below.

--Select Value--

☐ 20

☐ 21

☐ 22

☐ 23

☐ 24

☐ 25

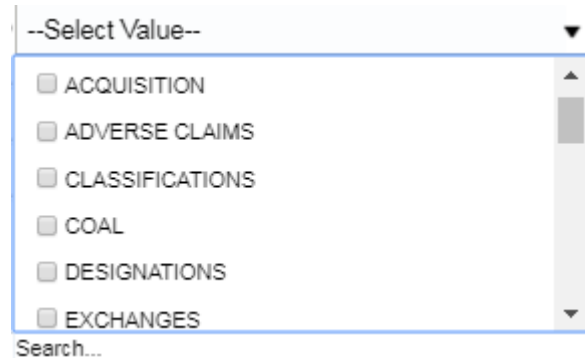
Search...

6. **\*Case Group:**

Type the Case Group name in the text box or select one or more from the list.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then “click” on **Search** to bring up the **Select Values Table**.

See “*Using the Select Values Table*” below.

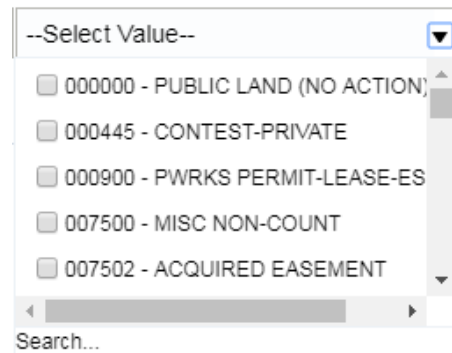
A screenshot of a web form element. It features a dropdown menu with the placeholder text "--Select Value--". The menu is open, showing a list of options, each preceded by a checkbox: ACQUISITION, ADVERSE CLAIMS, CLASSIFICATIONS, COAL, DESIGNATIONS, and EXCHANGES. Below the list is a search bar with the text "Search..." and a small magnifying glass icon.

7. **\*Case Type Code:**

Type the Case Type Code in the text box or select one or more from the list.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then “click” on **Search** to bring up the **Select Values Table**.

See “*Using the Select Values Table*” below.

A screenshot of a web form element. It features a dropdown menu with the placeholder text "--Select Value--". The menu is open, showing a list of options, each preceded by a checkbox: 000000 - PUBLIC LAND (NO ACTION), 000445 - CONTEST-PRIVATE, 000900 - PWRKS PERMIT-LEASE-ES, 007500 - MISC NON-COUNT, and 007502 - ACQUIRED EASEMENT. Below the list is a search bar with the text "Search..." and a small magnifying glass icon.

***Identify the Optional Information:***

8. **Geo State:** You must first select the admin state(s). When the admin state has been selected, only the geographical states associated with the administrative state appear in the list of Geo States. If the admin state has not been selected yet, all states appear in the selection box

Click on the drop down arrow to see the list of geo states. Select one or more from the list.

A screenshot of a web form element. It shows a label "Geo State" followed by a dropdown menu with the placeholder text "--Select Value--". The dropdown arrow is visible.

You may also enter the geo state(s) directly into the criteria box. Geo states are entered as two character code and must be in all CAPITAL letters, e.g., MT = Montana. Multiples may be entered with a semi-colon and no space, e.g., MT;SD (Montana and South Dakota).

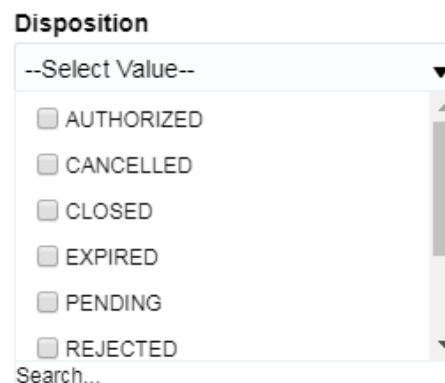
9. **County:** You must first select the admin state(s). This will narrow to one or more specific counties for the admin state(s) selected. Click on the drop down arrow to see the list for county. Select one or more from the list.

**\*Disposition:**

Type the Case Disposition in ALL CAPS in the text box or select one or more from the list box.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then “click” on **Search** to bring up the **Select Values Table**.

See “*Using the Select Values Table*” below.

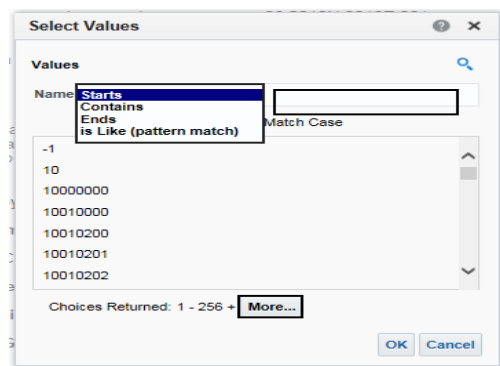
A screenshot of a 'Disposition' dropdown menu. The title 'Disposition' is at the top. Below it is a dropdown arrow with the text '--Select Value--'. A list of options is shown, each with an unchecked checkbox: AUTHORIZED, CANCELLED, CLOSED, EXPIRED, PENDING, and REJECTED. At the bottom of the list is a 'Search...' text box.

**Disposition Date:** Identify the range in which the Case Disposition took place. Dates are entered as MM/DD/YYYY.

**District Office:** The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of district offices. Select one or more from the list.

**Field Office:** The values displayed in the selection box are based on the selected administrative state(s) and district office(s). Click on the drop down arrow to see the list of field offices. Select one or more from the list.

10. **Admin Agency:** The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of administrative agencies. Select one or more from the list.
11. **Admin Agency Code:** Select the Admin Agency Code value from the list box, or enter it into the text box. You can search for more options by clicking More/Search in the drop down menu. Choices one through 256 will be automatically returned. To see more choices, click More... and additional options will appear. If you wish to search a specific value, it can be entered in the search box. Chose how you would like to search the code (starts with, contains, etc...) and enter one to eight characters in the search box, then click Search. Refer to the Reference Codes to determine Admin Agency Code, if necessary.

A screenshot of a 'Select Values' dialog box. It has a title bar with a question mark and a close button. Inside, there's a 'Name' field with a dropdown menu showing 'Starts', 'Contains', 'Ends', and 'Is Like (pattern match)'. To the right of this is a 'Match Case' checkbox. Below these is a large list box containing several numeric codes: -1, 10, 10000000, 10010000, 10010200, 10010201, and 10010202. At the bottom, it says 'Choices Returned: 1 - 256' followed by a 'More...' button. There are 'OK' and 'Cancel' buttons at the very bottom.

**Pending Organization:** The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of administrative agencies. Select one or more from the list.

**12. Commodity Code:**

Type the three number Commodity Code in the text box or select one or more from the list.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then “click” on ***Select*** to bring up the ***Select Values Table***.

See “Using the Select Values Table” below.

## Using the Select Values Table and Entering Data from a File:

13. Generally there are three (3) ways to enter criteria into the report prompts

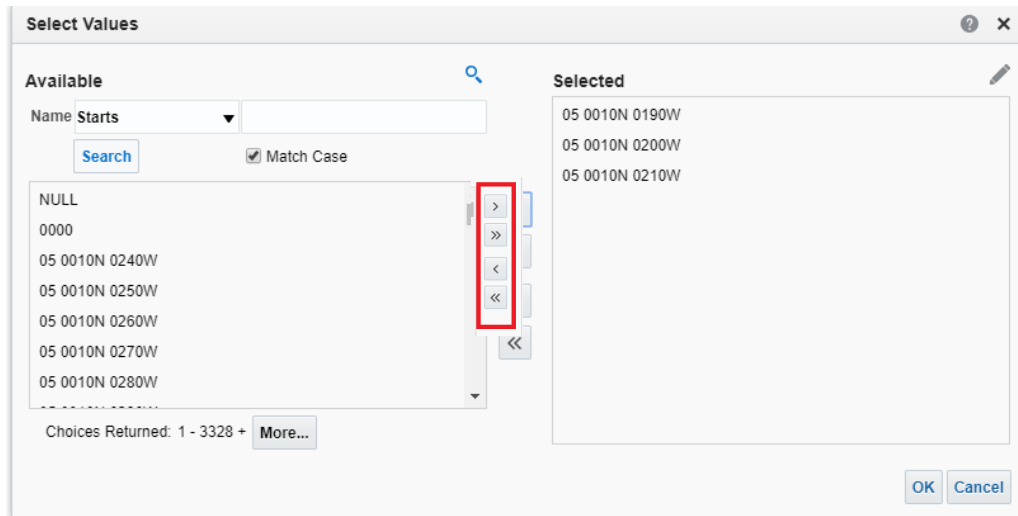
- 1.Type directly into the text box
- 2.Select from the dropdown list
- 3.Use the Select Values table

To open the “Select Values” table click on More/Search at the bottom of any dropdown list.

Several choices will be displayed at a time. To view more rows, click on the “More/Search” button to see the next set of choices. Use the scroll bar on the right side of the list to view all of the choices.

Click on a selection to highlight it. You can select one or more by holding the Ctrl key and clicking on the row(s) you would like; use the CLT key (for non-sequential items) or Shift key (for sequential items)

Click on the right arrow (>) to move your selection(s) to the “Selected” column.

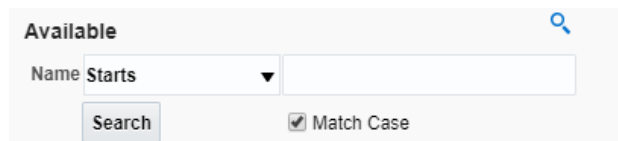


The single right arrow (>) moves the only the selected rows to the right.

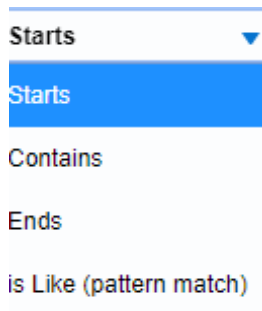
The double right arrows (>>) move ALL rows to the “Selected” column on the right.

The single left arrow (<) moves only the selected rows in the “Selected” column back to the left side and they are no longer a part of the search.

The double left arrow (<<) moves ALL rows in the “Selected” column back to the left side.

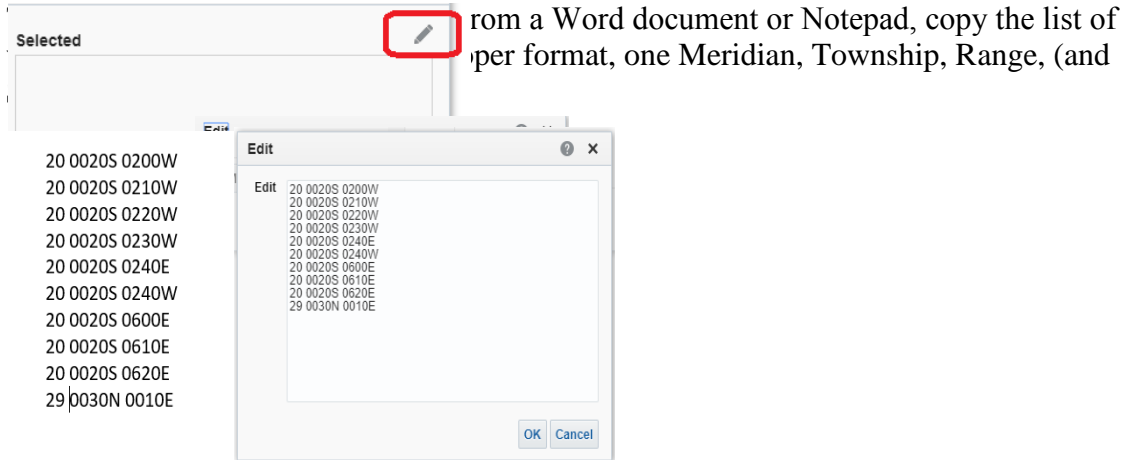


You may also search for specific values. The default is to search with any values that “Starts” with a particular set of characters. Other options are:

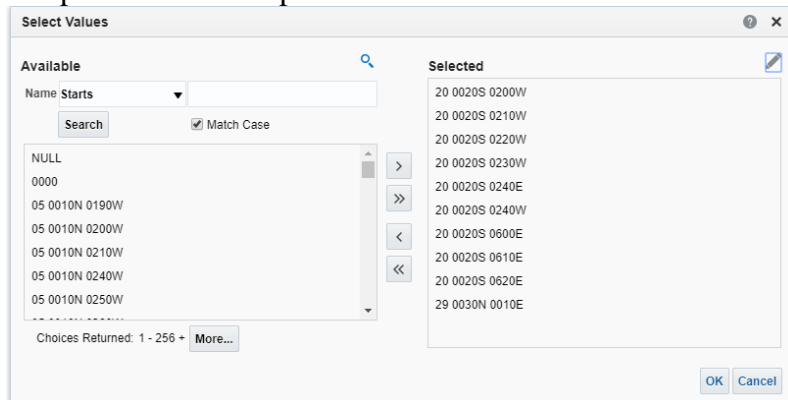




If you have a file, for example with the Meridian, Township, Range, (and Section), you may copy and paste the list into the “Selected” area of this search box. Click on the Pencil icon in the upper right corner.



Then use the copy feature to copy the list of values. Place your cursor inside of the “Edit” box, and press Ctrl – V to paste the list into the box. Click OK.



This places the list of values into the “Selected” column.

## Process Report:

14. After selecting all criterion, click **OK** to process this report. You may also Cancel the report, return to the Previous screen, or reset the criterion by clicking on the down arrow next to Reset. Select either Reset to default values, or Clear All.

Cancel Previous OK Reset ▼

Reset to default values

Clear All

15. When processing has completed, there are several views for these reports. To view the other views, click on the down arrow to select a different view

### The views the Pub CR Case Action Info are:

- Case Info – Action (Action Code Totals)
- Casetype/Serial Number Report with No Remarks
- Casetype/Serial Number Report with Action Remarks
- Case Info – Action (Casetype/Serial Number Report)
- Full Results
- Banner Page

Case Info – Action (Action Code Totals)

Select a View output you would like to see: Case Info - Action (Action Code Totals) ▼

Admin State: CA  
Geo State: CA  
Action Code: 066 BANKRUPTCY FILED

Case Type		Action Codes	Cases
380910	SURFACE MGT- PLAN	1	1
Grand Total		1	1

Casetype/Serial Number Report with No Remarks

Select a View output you would like to see: Casetype/Serial Number Report with No Remarks ▼

Admin State: CA  
Geo State: CA Case Type Code: 380910 SURFACE MGT- PLAN  
Case Count: 1 Action Count: 1

Serial Number Full	Disposition	Action Code:	Action
CACA 056118	PENDING	066	BANKRUPTCY FILED

## Casetype/Serial Number Report with Action Remarks

Select a View output you would like to see: Casetype/Serial Number Report with Action Remarks ▼

Admin State: CA  
 Geo State: CA  
 Case Type Code: 380910 SURFACE MGT- PLAN Action Count: 1 Case Count: 1

Serial Number Full	Disposition	Action Date	Action Code		Action Remark
CACA 056118	PENDING	06/05/2015	066	BANKRUPTCY FILED	

## Case Info – Action (Casetype/Serial Number Report)

Select a View output you would like to see: Case Info - Action (Casetype/Serial Number Report) ▼

Admin State: CA  
 Geo State: CA  
 Case Type Code: 380910 SURFACE MGT- PLAN  
 Case Count: 1

Serial Number Full
CACA 056118

## Full Results

Select a View output you would like to see: Full Results Table ▼

Admin State: CA Geo State: CA  
 Case Type Code: 380910 SURFACE MGT- PLAN

Serial Number Full	Action Code	Action Date	Disposition	Disposition Date	Field Office	Admin Agency	Admin Agency Code	County	District Office	Disposition Action Code	Disposition Action	Action Remark	Case Count	Total Case Acres - Attribut
CACA 056118	066	06/05/2015	PENDING	6/3/2015 12:00:00 AM	NEEDLES FIELD OFFICE	BUREAU OF LAND MGMT	21000000	SAN BERNARDINO	CALIFORNIA DESERT DISTRICT	387	CASE ESTABLISHED		1	25.00

## Banner Page

Select a View output you would like to see: Banner Page ▼

Case Suppression Flag is equal to / is in N  
 and Action Code || ' - ' || Action is equal to 066 – BANKRUPTCY FILED  
 and Action Date is between 01/01/2015 12:00:00 AM and 10/06/2017 12:00:00 AM  
 and Admin State is equal to CA

Report Totals - Action Code Count:	Case Count:
1	1

**The views the Pub CR Case Action Info Totals are:**

- Case Action Info – Case Type Totals
- Banner Pager

Case Action Info – Case Type Totals

Select the View output you would like to see: Case Action Info - Case Type Totals ▼

Admin State: CA  
Geo State: CA

Totals for Geo St - Cases: 1  
Actions: 1  
Acres: 25.000

Casetype Code		Case Count	Action Count	Total Acres per Case Type
380910	SURFACE MGT- PLAN	1	1	25.000

Banner Page

Select the View output you would like to see: Banner Page ▼

Case Suppression Flag is equal to / is in N  
and Action Code || ' - ' || Action is equal to 066 – BANKRUPTCY FILED  
and Action Date is between 01/01/2015 12:00:00 AM and 10/06/2017 12:00:00 AM  
and Admin State is equal to CA

**The views the Pub CR Case Action Info Pending Org Code are:**

- Case Info – Action (Pending Organization Report)
- Full Results Table
- Banner Page

Case Info – Action (Pending Organization Report)

Select a View output you would like to see: Case Info - Action (Pending Organization Report) ▼

Admin State: WY  
Pending Organization Total by Geo State NE

Pending Org Code: 10020000 ROCKY MTN REGION - USFS  
Pending Org Total: 11

Serial Number Full	Case Type Code:	Disposition
NEW 046707	311112	CLOSED

## Full Results Table

Select a View output you would like to see: Full Results Table											
Admin State: WY Pending Organization Total by Geo State NE Case Type Code: 311111 O&G LSE NONCOMP PUB LAND											
Serial Number Full	Action Code	Action Date	Pending Org Code:		Commodity Code	Commodity	Disposition	Disposition Date	Field Office	Admin Agency	Admin Agency Co
NEW 060735	244	12/30/1985	LLWYP06000	CASPER FIELD OFFICE	459	OIL & GAS	CLOSED	6/2/1986 12:00:00 AM	NEWCASTLE FIELD OFFICE	-1	-1

## Banner Page

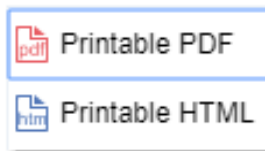
Select a View output you would like to see: Banner Page

Case Suppression Flag is equal to / is in N  
and Pending Org Code is not null  
and Case Group Code is equal to 31  
and Admin State is equal to WY

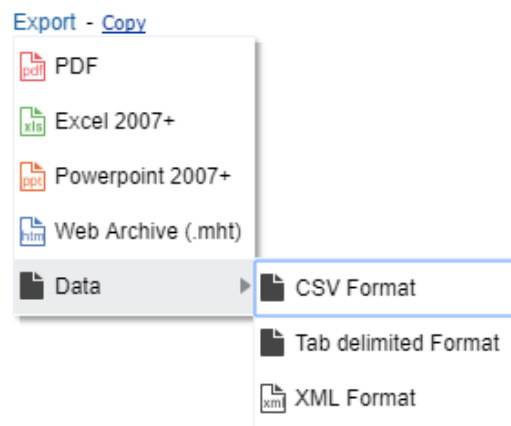
16. At the bottom of each view, there are several options to choose:

[Return](#) - [Refresh](#) - [Print](#) - [Export](#) .

- Return: Returns to the Criteria page.
- Refresh: This will process the report again and refresh the data that is displayed.
- Print: Allows you to print this report to .pdf format, or HTML format.



Export: Allows you to export the data to various formats:



## Links to Serial Register Page (SRP)

17. When the results of the report are displayed, the Serial Numbers are displayed in blue. This indicates there is a direct link to the Serial Register Page for the particular Serial Number. This is only accessible in the report display. Once the document is converted to .pdf or Excel the link is not available.

To go to the SRP – click on a Serial Number. Then click on the “SRP” link. Please be patient. It may take some time for the SRP to load. The SRP will be displayed in a new page. You will notice tabs at the top of the screen that allows you to return to the report after viewing the SRP.

There are two ‘tabs’ for this SRP – Report and Remarks by Serial Number. The first tab displays the serial register page with all of the information for that case, except any general remarks. To view and print the remarks, click on the “Remarks by Serial Number” tab.

The screenshot shows a web application interface for the United States Department of the Interior, Bureau of Land Management, Case Recordation (MASS) Serial Register Page. The page is titled "Page 1 Of 2". The report details include:

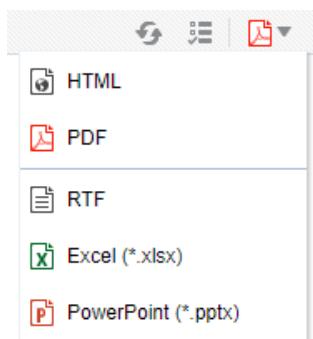
- Run Date/Time: 10/4/2017 14:49 PM
- Case Type: 311111: O&G LSE NONCOMP PUB LAND
- Commodity: 459: OIL & GAS
- Case Disposition: AUTHORIZED
- Total Acres: 1,839.600
- Serial Number: COC 012345

The main table displays land parcels with columns: Name & Address, PO BOX, LAKEWOOD, CO, 80225, TX, 75251, TX, 75240, Intl Rel, and % Interest. The table lists several parcels, including those owned by KINDER MORGAN CO2 CO, MERIT ENERGY PTNRSHIP III, and MERIT MGT PARTNERS I LP.

Below the main table is a section for "Relinquished / Withdrawn Lands" with columns: Act Date, Code, Action, Action Remarks, and Pending Office. The table shows one entry with Act Date 2/2/1971, Code 124, and Action APLN RECD.

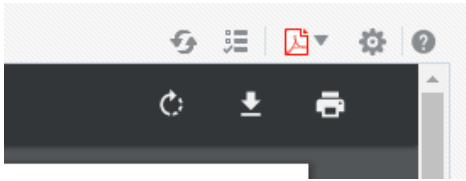
At the top of the page, there are two tabs: "Report" and "Remarks by Serial Number...". The "Report" tab is currently selected.

When the SRP is displayed, you may print it in pdf format. Click on the red Adobe icon in the upper left corner. Several options are available, but pdf is recommended.



### ***Print Serial Register Page:***

18. Hover the cursor into the upper right corner. You will see the printer icon which allows you to print this SRP in hard copy or save to a pdf file.



You may close this new page to return to the results.